

## Instructions for Injured State Employees

The Public Employee Claims Division administers workers' compensation claims filed by employees of the agencies of the State of Arkansas and the public colleges and universities.

### Reporting the Injury

Employees who are injured in the course and scope of their employment should immediately report the injury to their supervisor. If an employee fails to timely report the injury to his supervisor or other person designated by the employer then the injured employee may be denied all benefits for the injury arising before the injury is reported.

### Initial Medical Care

If the workers' compensation injury is a life-threatening emergency the employee should seek immediate medical care at the nearest medical facility. If the situation is not an emergency then the employee should ask his or her supervisor if their agency has selected a physician to treat workers' compensation injuries. If their agency has selected a physician then the employee should seek medical care with that physician. Medical treatment provided by unauthorized physicians for non-emergency care may be denied by the Public Employee Claims Division. If the employee's agency has not selected a particular physician then the injured employee may select a physician from the preferred provider directory provided by the managed care organization listed on the Form H which should be posted in a conspicuous place in your workplace. Your employer should have a copy of the preferred provider list. The preferred provider list is also available on the Public Employee Claims Division website:

[http://www.state.ar.us/insurance/pubempclaims/pecdiv\\_p1.html](http://www.state.ar.us/insurance/pubempclaims/pecdiv_p1.html)

### Initial Claim Forms

There are two initial forms that you will be asked to fill out and two which your supervisor or other person designated by your agency will be asked to complete. Your employer may have additional incident forms which they may require.

The two workers' compensation forms you will be asked to complete are the Form AR-N and the Public Employee Claims Employee's Report of Accident Form. Please complete, date and sign the two forms. Failure to sign the forms can delay the processing of your claim.